

UNI IRB - Recruitment Texts Checklist & Samples (Scripts/Emails/Postings/Letters)

The following elements must be mentioned in the initial contact with potential participants:

- Topic or study purpose
- Screening criteria, if any
- Basic procedure (e.g., survey, interview, etc.)
- How long it will take and the location
- Compensation, if any
- That the study is not required for class (if applicable)
- What to do if interested/how to contact PI

Further detail, including discussion of risks/benefits is not typically required at the recruitment stage.

There may be exceptions to when screening criteria should be included at the recruitment stage. For example, in an online survey, it is sometimes more appropriate to do the screening as the first part of the survey. However, if the participant will potentially be inconvenienced by doing a survey or showing up for a study they might not be eligible for, the screening criteria must at least be mentioned in the invitation.

The same elements noted above are required in SONA and MTurk recruitment descriptions, even if brief, with the exception of the statement about the study not being required for a class. (SONA already has a statement that study participation is not required for class, and that item is not applicable for off-campus surveys like those done on MTurk.)

In the IRB application, the researcher may indicate that a given text will be used for more than one recruitment method (rather than providing the same text for the other methods).

Examples of brief recruitment texts that cover all of the required elements. More details may be shared but are not required.

We are conducting a survey of people who have mental health problems about their involvement with art activities. The survey takes about 10 minutes and it can be done online. Those who complete the survey will be entered in a drawing to win an iPad. Click on the link if interested:

We are conducting interviews with people who have been diagnosed with a mental illness about their involvement with art activities. The interviews will take place at the library or other location of your choice and will take about 45 minutes each. Interviewees will receive \$ 15 in compensation. If interested, email xxxx or call xxxxx.